

## **TAY DISTRICT SALMON FISHERIES BOARD**

**Minutes of the Tay District Salmon Fisheries Board meeting held at the Birnam Institute on Tuesday, 10<sup>th</sup> December 2013.**

***Present:*** William Jack (Chairman)  
John Wood  
William Lindsay  
Thomas Steuart Fotheringham  
Alastair Riddell  
Simon Furniss  
David Godfrey  
John Young  
David Brown  
Stephen Mannion

***In Attendance:*** Dr. David Summers – Fisheries Director  
Inga McGown - Clerk  
Jack Coburn – P&KC  
Mark Cockburn - Fishpal

***Apologies:*** John Apthorp  
Brian Roxburgh – SEPA  
William Jackson  
Gavin Clark – SNH

### **Minutes of Board Meeting of 8<sup>th</sup> October 2013:**

The Minutes were taken as read, approved unanimously and signed by the Chairman.

### **Matters Arising:**

#### **TDSFB Boat:**

The Chairman stated that David Clarke no longer wished to buy the boat, and thus the boat would stay with the TDSFB.

#### **Lease of buildings at Almondbank:**

The Chairman stated that we have now moved into our new offices at the Hatchery, and that the lease for our old offices is in the final stages of agreement. We have yet to finalise break

points in the lease to coincide with ours, along with another couple of minor adjustments. It is thought the new tenants will be in before the new year.

### **Governance:**

Dr. Summers updated the Board, stating that we have now adopted the ASFB suggested complaints procedure and this has been publicised on our website. A number of other Boards have done likewise.

The Chairman suggested we alter Stage II of the procedure to include 2 Board members and not the full Board, which was unanimously agreed to. Both David Brown and Stephen Mannion agreed to be the two Board members elected to cover any complaints reaching Stage II.

**ACTION: DS to update website with revised Stage II.**

### **Smolt Tagging Project:**

DS has presented in principle to the Tay Foundation, but more information is required to work it up further into a detailed case.

**ACTION: DS to work up project for full consideration.**

### **Season Extension:**

This is to be deferred till later in the meeting.

### **Fundraising:**

AR and IMcG intend to leave this till the New Year and give it full focus at that time.

## **Financial Report:**

### **Cash Account to 30<sup>th</sup> November 2013:**

As at 30<sup>th</sup> November 2013, the Accounts are showing a deficit of £35,282, although it should be noted that John Apthorp's generous £32k for the new offices has not been transferred from the Tay Foundation as yet, but will be done in December. The bank balance stands at a healthy £232,985.

### **Income**

This year's assessment income to date stands at £415,430, which represents 95% of the total payable. Another reminder was sent earlier in November, and there are now only 18 payments outstanding.

Of the 2012 Assessment, we are awaiting £1,176 from 4 proprietors, despite a legal letter being sent by Condis. This is currently still in the process of being chased. There was some discussion surrounding how much further to chase this, and it was agreed that we should proceed to the next step.

**ACTION: IMcG to contact Condis for advice.**

The Appeals figure remains at £15,491. We will be contacting the assessor again this month to ascertain the final figure for the year, which will be covered by our provision from 2012.

We have now successfully moved offices to the Hatchery, and are awaiting the finalisation of the lease to enable the new tenants to move into our old office space.

### **Expenditure**

The Salaries forecast shows a saving of almost £15k, relating to a bailiff leaving in May, and having not been replaced yet.

Health and Safety is forecast to be £1,700 above budget due largely to a Health and Safety review this year, which resulted in some remedial action to be taken.

To date, the Kelt Reconditioning Hatchery has cost £69,621, which includes salary costs of £26,760, relating to both Hatchery Manager and assistant hatchery manager. The Forecast is almost £7k above budget, as we have incurred some unbudgeted expenditure in the year, namely £2.5k in fire fighting equipment, an additional £2k insurance, and almost £2k in alarm costs.

The New Office refurbishment has cost £49,988 to date, of which £32k of this will be met by a very generous donation from John Apthorp.

Under Projects, there is a forecast spend of £2k which relates to the Board's funding towards Invasives Control.

We are anticipating some spend on the maintenance of the road, but this will not now take place until 2014.

Transfers to deposit have resulted in interest of £2,310 being gained this year.

### **Declaration of Interests:**

All Board and staff members have now completed a declaration form, which is being held in the Administrator's office. The Administrator asked whether any Board member had any further items to declare, of which there were none.

### **Staff Update:**

DS explained to the Board that our Trainee Hatchery Manager has handed in his resignation due to untenable circumstances. We are now in the process of searching for a replacement.

The Chairman stated that we should now be including a policy on the procedure to adopt should an employee lose their driving licence. It was agreed that this should become a condition of employment and should be written into staff contracts, namely that should a member of staff lose their licence, then they would have to forfeit their job.

<b>ACTION: IMcG/DS to write into future contracts</b>
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There was some concern regarding the Hatchery being at risk with only the Hatchery Manager now in attendance, but the Chairman was quick to respond that the Hatchery was not at risk because the bailiff team had stepped up to the mark, and indeed, one lived adjacent to the premises in case of emergency.

### **Season Extension:**

The Chairman informed the Board that the licence for the extension was granted in August 2011, which was too late for beats to get bookings, and therefore rendered that year inconclusive.

As such, we are not in a position to make a recommendation as yet, and the proposal is to extend the season in 2014 and then put a permanent extension proposal to a vote before the end of 2014 at an EGM. We will take into account the views of not just proprietors, but all other businesses affected by the extension to include hotels and tackle shops.

WL suggested putting recommendation to this AGM to give notice of intention, to which the Chairman agreed it was part of the agenda.

### **Tay Foundation Membership:**

The Chairman announced his resignation from the Tay Foundation. We have two TDSFB places on the Foundation, with John Wood still being one. AR announced his enthusiasm to be on the Tay Foundation Board, and was unanimously voted TDSFB representative by all Board members.

### **AOB:**

SF brought up the Tay Foundation funding and how it was allocated to which the Chairman replied that the Tay Foundation had restricted and unrestricted funds. Restricted funds being funds generated for a specific purpose or project and held in the Tay Foundation bank account for such a project.

DG queried why the Tay had such a good season whilst many rivers didn't. DS replied it was due to a variety of factors, but perhaps the low water helped.

JW asked how the extension donations were shaping up, to which IMcG replied we have had about £4k in so far and a letter was to be sent out this week to all beats who had not already remitted.

No Other Business was brought up and the Chairman closed the meeting.

**Next Meeting: 9:30am Tuesday, 11<sup>th</sup> February 2014 at our Hatchery in Almondbank**